

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



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AIR FORCE SPACE COMMAND

Supplement 1

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Operations

**AVAILABILITY OF MAJOR COMMAND
COMMANDERS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement implements and extends the guidance of Air Force Instruction (AFI) 10-205, *Availability of Major Command Commanders*. The AFI is published word-for-word without editorial review. Air Force Space Command (AFSPC) supplemental material is indicated in bold face. This supplement describes AFSPC's procedures for use in conjunction with the basic AFI. It applies to Headquarters Air Force Space Command (HQ AFSPC) and its subordinate units. It establishes availability requirements and associated policies, responsibilities and procedures for personnel within AFSPC. This supplement does not change requirements established by the National Military Command System. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013, and E.O. 3337. System of Records Notice FO11 AF A applies. It does not apply to the Air National Guard nor the Air Force Reserve Command units. Upon receipt of this integrated supplement discard the Air Force basic publication.

SUMMARY OF REVISIONS

Consolidated information from AFSPCI 10-201 Absence Approval For Senior Staff, into this document. Formatted to comply with new publication guidance. A bar (|) denotes revisions from previous edition.

9. (Added) Category Definitions. Senior leadership positions within AFSPC are assigned categories below. These assignments drive specific compliance requirements for AFSPC personnel.

9.1. Category 1: (5 Minutes).

9.1.1. HQ AFSPC: Commander (CC).

9.1.1.2. Vice Commander (CV).

9.1.1.3. Director of Operations (DO).

9.1.2. Numbered Air Force:

- 9.1.2.1. 14 AF/CC.
- 9.1.2.2. 20 AF/CC.
- 9.1.3. AFSPC Wing and Group Commanders:
 - 9.1.3.1. 21 SW/CC Peterson AFB.
 - 9.1.3.2. 30 SW/CC Vandenberg AFB.
 - 9.1.3.3. 45 SW/CC Patrick AFB.
 - 9.1.3.4. 50 SW/CC Falcon AFB.
 - 9.1.3.5. 90 SW/CC F E Warren AFB.
 - 9.1.3.6. 91 SW/CC Minot AFB.
 - 9.1.3.7. 321 MG/CC Grand Forks AFB.
 - 9.1.3.8. 341 SW/CC Malmstrom AFB.
- 9.2. Category 2: (20 Minutes).
 - 9.2.1. HQ AFSPC Director of Communications and Information (SC).
 - 9.2.2. HQ AFSPC Director of Plans and Programs (XP).
 - 9.2.3. HQ AFSPC Director of Requirements (DR).
 - 9.2.4. HQ AFSPC Director of Logistics (LG).
 - 9.2.5. HQ AFSPC Staff Judge Advocate (JA).
 - 9.2.6. HQ AFSPC Director of Safety (SE).
 - 9.2.7. HQ AFSPC Director of Staff (DS).
 - 9.2.8. HQ AFSPC Civil Engineering (CE).
 - 9.2.9. HQ AFSPC Director of Security Forces (SF).
 - 9.2.10. Commander, Space Warfare Center (SWC/CC).
 - 9.2.11. Commander, Space Operations Flight (DOC).
- 9.3. Category 3: (45 Minutes).
 - 9.3.1. HQ AFSPC Director of Personnel (DP).
 - 9.3.2. HQ AFSPC Command Surgeon (SG).
 - 9.3.3. HQ AFSPC Director of Protocol (DSP).
 - 9.3.4. HQ AFSPC Director of Financial Management (FM).
 - 9.3.5. HQ AFSPC Command Chaplain (HC).
 - 9.3.6. HQ AFSPC Command Inspector General (IG).
 - 9.3.7. HQ AFSPC Director of Field Support (FS).
 - 9.3.8. HQ AFSPC Director of Public Affairs (PA).

9.3.9. HQ AFSPC Historian (HO).

9.3.10. HQ AFSPC Director of Services (SV).

9.3.11. HQ AFSPC Competition Advocate (DSC).

10. (Added) Responsibilities and Procedures. Each individual assigned to a category above must comply with the requirements specified below in order to ensure responsive command and control of forces and personnel.

10.1. Category 1 Personnel:

10.1.1. The Air Force Space Command Command Center (AFSPCCC) monitors the status and location of the AFSPC Commander through the NORAD/USSPACECOM Consolidated Command Center (NUCCC). Ensure the NUCCC has the name, rank, duty phone, home phone, secure phone and cellular/pager phone numbers of the primary on-duty commander. The NUCCC must be notified when there is a change of responsibility from primary to alternate and vice versa.

10.1.2. Each NAF ensures the AFSPCCC has the name, rank, duty phone, home phone, secure phone and cellular/pager phone numbers of the primary on-duty NAF commander. Notify the AFSPCCC when there is a change of responsibility from primary to alternate and vice versa.

10.1.3. Concurrent absence of both the Commander (CC) and Vice Commander (CV) of 20 AF and 14 AF must be preapproved by AFSPC/CV. Requests must be forwarded at least 3 duty days prior to the absence with an information copy forwarded to the AFSPCCC. Include the following:

10.1.3.1. Names/ranks of Commander/Vice Commander and effective dates.

10.1.3.2. Name, rank and duty title of designated alternate with duty phone, home phone, secure phone and cellular/pager phone numbers.

10.1.4. The offices of AFSPC/CV and HQ AFSPC/DO keep the AFSPCCC advised of the status and location of the Vice Commander and Director of Operations.

10.1.5. Category 1 personnel must be available within 5 minutes.

10.1.6. Contact is made through the respective NAF and host base command posts. NAFs must have procedures in place to track the status of their primary and alternate Category 1 personnel.

10.1.7. NAF, wing and group/unit command posts establish procedures to monitor the status of their respective commanders.

10.1.8. Numbered air forces establish policies and procedures for concurrent absences of their commanders and vice commanders.

10.2. Category 2 Personnel:

10.2.1. Each organization ensures the AFSPCCC has the name, rank, duty phone, home phone, secure phone and cellular/pager phone numbers of the Director/Commander or their alternate. Notify the AFSPCCC when there is a change in responsibility from the Director/Commander to the alternate and vice versa.

10.2.2. Each organization will also update the absence calendar on 21 NET, if 21 NET isn't available, notify the DS secretary via phone.

10.2.3. Category 2 personnel must be capable of being contacted by the AFSPCCC within 20 minutes.

10.2.4. Category 2 organizations will ensure current copies of directorate and division level recall rosters are provided to HQ AFSPC/DOCP, Stop 4190 (AFSPCCC), by the third duty day of each month. On directorate level recall rosters, indicate a primary and at least one alternate point of contact to be notified when recalls/notifications are initiated.

10.2.5. Dual Absence: Submit a memo through the Director of Staff for the Vice Commander's approval for those absences where the principal staff member, as well as the alternate will be absent. **Note:** Dual absences should be kept to a minimum.

10.3. Category 3 Personnel:

10.3.1. Category 3 personnel must be capable of being contacted by the AFSPCCC within 45 minutes. When required, the AFSPCCC makes contact using established recall procedures and the current recall roster for the affected organization.

10.3.2. Submit a memo through the Director of Staff for the Vice Commander's approval for those absences where the principal staff member, as well as the alternate will be absent.

10.3.3. Each organization will update the absence calendar on 21 NET, if 21 NET isn't available, notify the DS secretary via phone.

10.3.4. Category 3 organizations will ensure current copies of directorate and division level recall rosters are provided to HQ AFSPC/DOCP, Stop 4190 (AFSPCCC) by the third duty day of each month. On directorate level recall rosters, indicate a primary and at least one alternate point of contact to be notified when recalls/notifications are initiated.

10.4. Air Force Space Command Command Center (AFSPCCC):

10.4.1. Maintains information on the status of the AFSPC/CC and CV, HQ AFSPC/DO, each NAF Commander and Category 2 personnel.

10.4.2. Maintains current recall rosters for all Category 2 and 3 organizations.

10.4.3. Contacts or recalls personnel as directed by the Commander, AFSPC, or other competent authority.

10.4.4. Relays information as required for, NORAD, USSPACECOM, HQ AFSPC, NAF, wings, groups, and units to ensure availability of key personnel for the commander.

10.4.5. Accomplishes the following for planned or unplanned absences of the Commander:

10.4.5.1. When the Commander is unavailable for duty, notifies the Vice Commander and vice versa.

10.4.5.2. Notifies the NORAD/USSPACECOM Consolidated Command Center (NUCCC) upon departure of the commander and makes another notification when the commander returns for duty.

10.4.5.3. Notifies the NORAD/USSPACECOM Consolidated Command Center (NUCCC) upon departure of the vice commander and makes another notification when the vice commander returns for duty.

10.4.5.4. HQ AFSPC/DOCP will accomplish random Category 1 and Category 2 personnel commander availability checks on a monthly basis. AFSPCCC will initiate these checks from 1400 ZULU - 0200 ZULU. Results of these checks will be provided to HQ AFSPC/DO.

10.5. NAF and Wing Command Posts. Maintain sufficient information on status and location of NAF, wing and group commanders to ensure availability for higher authorities.

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